CREDIT REFERENCE

BROOKS OFFICE EQUIPMENT, INC.

1157 B Valley River Drive
EUGENE, OREGON 97401
Phone 342-7666

Date 2-14-80

Sold to

Address Medford

Model Serial No.

Smith Corona Model Clasic 12 Serial No. 5536930

For which I agree to pay $ 185 - plus carrying charge of as follows:
Exchange Machine

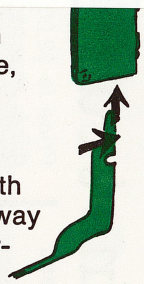
Trade-in Model Serial No. Allowance $

Cash with order $ 185. Balance $ Paid by Visa
27577 Approval Code

Prices, Discounts and Allowances in effect at the time of delivery shall prevail. The provisions on the reverse side are a part of this order. All verbal and written agreements are merged in this order.

Salesman BF Purchaser Jane Ann Dungey

ly, raise the type gently, pressing forward. When you feel the lock release, lift the type off.



2. Pick up the new type with the characters facing away from you toward the carriage, top up. (The top of each Changeable Type has a small lock bar in the center, the bottom is open.)

3. Slip the type into position, pressing gently downward and toward you at the top, away from you at the bottom. Press gently, do not force, you will feel it snap-lock into position.

4. Lift the corresponding keycap up and off and press on the proper one.

Instructions:

NAME & ADDRESS ON
OPE AND SHIPPING
DO NOT DETACH.

THE CHANGEABLE
HARACTERS YOU

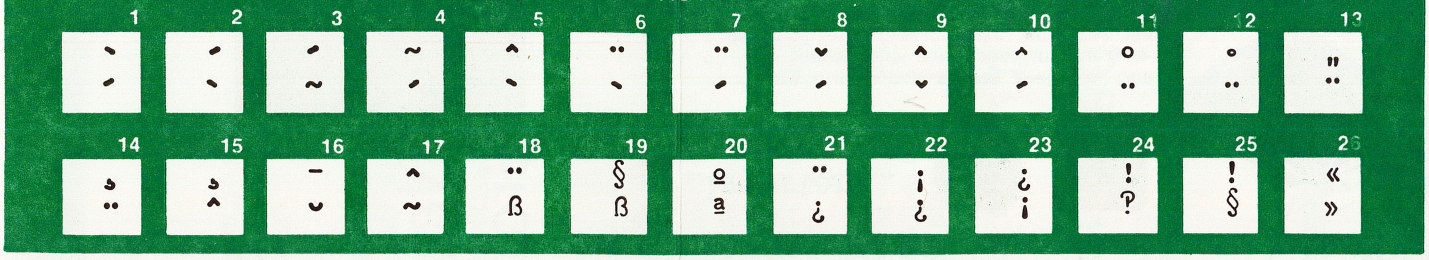
CORRECT KEY CAP.

LEARLY THE
NAME AND SERIAL
R OF YOUR
RITER.

E PROPER PAYMENT.

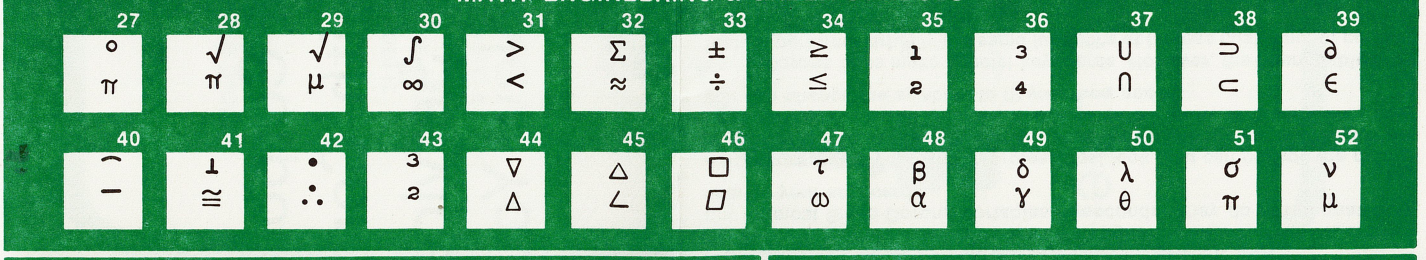
N FLAP WELL. PRESS
IRMLY & MAIL
LY.

LANGUAGE ACCENTS & SYMBOLS

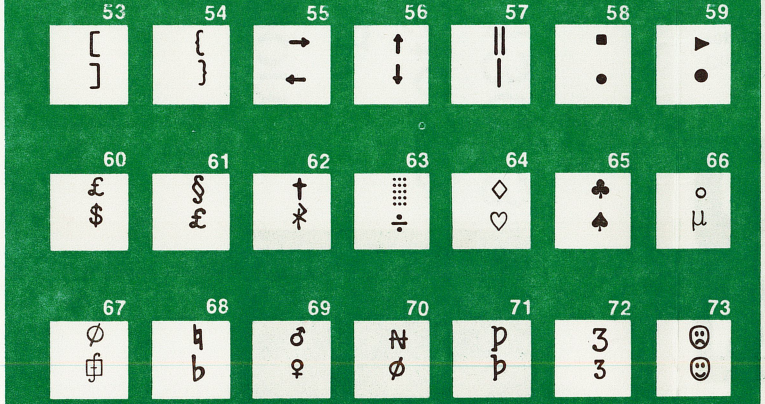


Accents align with the lower case alphabet characters. Align with capitals by use of the line retainer. Accents are not intended for use with Type Style #2 (Italic) or #91 (Corporate Oblique).

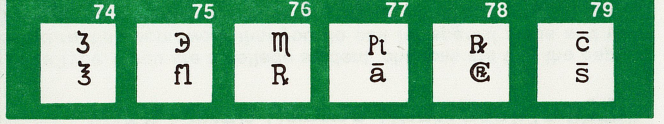
MATH, ENGINEERING & GREEK SYMBOLS



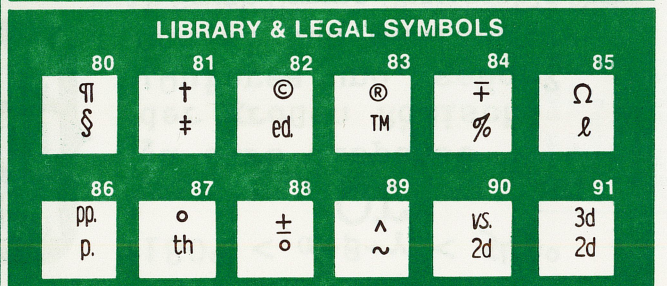
MISCELLANEOUS



MEDICAL/DRUGGIST SYMBOLS



LIBRARY & LEGAL SYMBOLS



Changeable Type characters are of a common design for use with all type styles supplied with Changeable Type. Characters illustrated are reproductions of designs supplied on type.

Changeable Type is not available with the script type style (# 75). Complete sets of alphabet and Greek characters are not available on Changeable Type.

Character Combinations (illustrated above)

LANGUAGE ACCENTS and SYMBOLS

1. Grave over Acute
2. Acute over Grave
3. Acute over Tilde
4. Tilde over Acute
5. Circumflex over Grave
6. Umlaut over Grave
7. Umlaut over Acute
8. Klicka (Hacek) over Acute
9. Circumflex over Klicka (Hacek)
10. Circumflex over Acute
11. Primero over Umlaut
12. Angstrom over Dieresis (Umlaut)
13. Low Quotes over Umlaut
14. Cedilla over Umlaut
15. Cedilla over Circumflex
16. Macron over Breve
17. Circumflex over Tilde
18. Umlaut over German "ss"
19. Section over German "ss"
20. Primero over Seconda
21. Umlaut over Inverted Question
22. Inverted Exclamation over Inverted Question
23. Inverted Question over Inverted Exclamation
24. Exclamation over Interrobang
25. Exclamation over Section
26. French Quotation Marks

MATH, ENGINEERING and GREEK

27. Degree over Pi
28. Radical over Pi
29. Radical over Mu
30. Integral over Infinity
31. Greater Than over Less Than
32. Summation over Nearly Equal
33. Plus/Minus over Division
34. Greater Than or Equal To over Less Than or Equal To
35. Subscript One over Subscript Two
36. Subscript Three over Subscript Four
37. Union over Intersection
38. Containing over Contained
39. Differential (Partial) over Membership
40. Arc over Overscore
41. Perpendicular over Congruent To
42. Multiplication Dot over Therefore
43. Superscript Three over Superscript Two
44. Nabla over Delta
45. Triangle over Angle
46. Square over Parallelogram
47. Tau over Omega
48. Beta over Alpha
49. Delta over Gamma
50. Lambda over Theta
51. Sigma over Pi
52. Nu over Mu

MISCELLANEOUS

53. Left Bracket over Right Bracket
54. Left Brace over Right Brace
55. Right Arrow over Left Arrow
56. Up Arrow over Down Arrow
57. Double Vertical over Vertical Line
58. Phrase Emphasizers
59. Phrase Emphasizers
60. Pound over Dollar
61. Section over Pound
62. Cross over Chi-Rho
63. Check Protector over Division
64. Diamond over Heart
65. Club over Spade
66. Degree over Mu (Metric)
67. Diameter over Square Foot
68. Natural over Flat
69. Male over Female
70. Neutral over Phase
71. Thorn (U C) over Thorn (L.C)
72. Yogh (U.C.) over Yogh (L.C.)
73. Sad Face over Happy Face

MEDICAL/DRUGGIST SYMBOLS

74. Dram over Ounce
75. Scruple over Fluid
76. Minim over Prescribed
77. Pint over Arrows
78. Drug Prescription over Drug Abuse
79. Cum (With) over Sine (Without)

LIBRARY and LEGAL SYMBOLS

80. Paragraph over Section
81. Single Dagger over Double Dagger
82. Copyright over Edition
83. Registered over Trademark
84. Minus/Plus over Percent
85. Ordinal over Script "L"
86. Pages over Page
87. Degree over "th" (i.e. 4th)
88. Plus/Minus over Degree
89. Caret over Swung Dash
90. Versus over Second
91. Third over Second

532832 Rev. A Printed in U.S.A.

SCM® SMITH-CORONA
SCM CORPORATION

Dear Customer,
If you have used all of your order forms or have misplaced them, just contact your nearest Smith-Corona dealer. He or she will be able to fill your order promptly.

You can order:

Cartridge Ribbons for Coronamatic typewriters.
These ribbons are available in several colors in both nylon fabric and carbon film. Nylon ribbon is economical for routine typing while carbon film is perfect for professional correspondence when dark, crisp, print-like quality is desired. Because the carbon film transfers its inked surface to the paper, it can be used only once.

Nylon ribbon is available in black and red. The carbon ribbon is available in black, brown, red, blue, and green. A correction tape film cartridge is also available.

Spooled ribbons for non-Coronamatic typewriters.
Spooled ribbons are available in two sizes: standard size for our Galaxie 12 and Classic 12 models and small size for our compact portables. The small spool is used on 3 Series Electrics, Corsair, Super G, Skyriter, and Cougar. When ordering replacement ribbons for compact typewriters, be sure to specify: Smith-Corona Small Spool.

Changeable Type.
Most Smith-Corona typewriters are equipped with one or two typebars which accept Changeable Type. It is a simple process to remove the Changeable Type and slip another one on. Selections can be made from such categories as Engineering, Mathematics, Language Accents, and many more.

When ordering, be sure to include the model name of your typewriter and to specify whether it is a 3 Series, 6/7 Series, or 8 Series model. This will insure that you will receive the proper Changeable Type. Accessory keycaps are also available for your keyboard. They are supplied with your Changeable Type order but are available in one color combination only which may not match the keybutton color of your keyboard.

532805 Rev. A

REPLACEMENT RIBBON SPOOLS

To avoid error in ordering, match your ribbon spool with this circle. If your spool does not exactly match this circle, draw in a heavy circle around your spool.

It is important to use ribbons which are especially selected and spooled to fit your Smith-Corona typewriter. These ribbons, designed to give you smooth and even print, are made of fine quality nylon material. *The Smith-Corona Large Spool ribbons fit all Smith-Corona non-cartridge portable and office models except 3 Series Electrics, Corsair, Ghia, Skyriter, and Cougar.* Ribbons may be purchased from authorized Smith-Corona dealers or ordered directly from SCM Corporation. Mail order price is $2.40 each.

To Order:
1. Fill in the order blank stating quantity of each color ribbon you want. Figure your total cost and add applicable sales tax.
2. Fill in the address label below. This will be used as the return label for your order. Please type or print legibly.
3. Send this order form with a check or money order (payable to SCM Corporation) to: SCM Corporation, Department 7005, Route 13, Cortland, New York 13045. Do not send cash or stamps. Allow two weeks for handling.

534771 Rev A

Ribbons	Quantity at $2.40/ea.	Amount Enclosed
Black		
Black/Red		
Green		
Blue		
Brown		

Total Amount _____

Sales Tax _____

Total Remittance _____

SCM Corporation
Department 7005
Route 13
Cortland, New York 13045

Name _____

Address _____

City and State _____ Zip

Learn the elements of touch typing in just 10 days.

In ten lessons, you can learn the important "home row", the correct finger movements, the location of all the keys and controls. In no time at all, you can be "touch typing" without looking at the keyboard. The techniques are all explained and illustrated in words, charts, pictures and voice. Your instructor will guide and help you, lesson by careful lesson, and if you don't quite grasp all of it, you can repeat it at any time.

For "two-finger" typists, there is a new typing speed awaiting you in the touch method.

If you've been a touch typist and for some time haven't exercised your skills, this course is an unbeatable refresher.

Five lp Columbia records containing ten lessons. Plus an easel-type book of instructions, charts, and drills. Only $5.95. Please add sales tax. Make checks payable to SCM Corporation. Allow two weeks for handling.

TO ORDER: Remove this Address Label and enclose with your check or money order.

Typing Course Offer
SCM Corporation
P.O. Box 671
Englewood, N.J. 07631

Name_____

No. & Street_____

City_____

State_____ Zip Code _____

SPECIAL FOURTH CLASS RATE! BOOKS AND SOUND RECORDINGS.

Printed in USA

525048 Rev. A

SMITH-CORONA Service at these SCM points

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612 38th St. So.

ALASKA

(see below)

ARIZONA

Phoenix 85016
3111 E Thomas Rd

CALIFORNIA

Anaheim 92806
3198 E La Palma Ave

Los Angeles 90039
3121 Los Feliz Blvd

San Diego 92108
3455 Camino Del Rio S

San Francisco 94114
2301 Market St

San Jose 95126
973 Park Ave

COLORADO

Denver 80209
3913 East Exposition

CONNECTICUT

West Hartford 06110
20 Hurlburt St.

FLORIDA

Jacksonville 32216
2115 University Blvd S

Miami 33137
3950 Biscayne Blvd

Tampa 33609
3422 W Kennedy Blvd

GEORGIA

Atlanta 30318
544 14th St. NW

HAWAII

Honolulu 96814
250 Ward Ave

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Chicago (Loop) 60611
301 E Erie St

Chicago 60631
8550 Bryn Mawr Ave

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21 Beachway Drive

South Bend 46615
2624 Mishawaka Ave

IOWA

Des Moines 50312
2020 Ingersol

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Louisville 40218
1941 Bishop Lane
Suite 108-Watterson City
West Bldg

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(Metairie 70002)
3640 W Esplanade Ave

MAINE

Portland 04101
243 Oxford St

MARYLAND

Baltimore 21204
1012 Cromwell Bridge Rd

MASSACHUSETTS

Boston 02118
50 Herald St

MICHIGAN

Grand Rapids
(Wyoming, Mich 49509)
1874 28th St. SW

Detroit (Southfield 48076)
23475 Northwstrn Hwy

MINNESOTA

Minneapolis 55435
5484 Edina Industrial Blvd

MISSOURI

Kansas City 64108
2911 Main Street

St. Louis 63103
2229 Pine St

NEBRASKA

Omaha 68127
9662 Mockingbird Drive

NEW JERSEY

Clark 07066
296 Terminal Ave

Teterboro 07608
150 North St

NEW MEXICO

Albuquerque 87106
1719 Girard Blvd. NE

NEW YORK

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1533 Central Ave

Buffalo 14227
3914 Broadway

Queens 11365
182-03 Horace Harding
Exp. Fresh Meadows

Rochester 14623
3000 Winton Rd. S

New York 10016
Midtown
387 Park Ave. S

Syracuse 13203
831 James St

White Plains, 10607
77 Tarrytown Rd

NORTH CAROLINA

Charlotte 28205
4930 Albemarle Rd

OHIO

Cincinnati 45207
7710 Reading Rd.

Cleveland
Valley View 44125
5410 Warner Rd

Columbus 43221
2164 Riverside Dr.

Dayton 45424
6206 Executive Blvd

Toledo 43615
1242 Flaire Dr.

OKLAHOMA

Oklahoma City 73107
4207 NW 10th St

OREGON

Beaverton 97005
8118 SW Nimbus Ave

PENNSYLVANIA

Harrisburg 17110
2935-38 N 7th St

Philadelphia 19103
2000 Walnut St

Pittsburg 15216
2858 Banksville Rd

RHODE ISLAND

Providence 02908
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TENNESSEE

Memphis 38132
2606 Corporate Ave E

Nashville 37204
2927 Armory Drive

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Dallas 75206
4106 Office Parkway

Houston 77036
5702 Hillcroft St

Lubbock 79410
4011 34 St

San Antonio 78216
431 Isom Rd Suite 105

UTAH

Salt Lake City 84119
2520 So 900 W

VIRGINIA

Alexandria 22312
6601 Little River Turnpike

Norfolk 23518
7921 Old Ocean View Rd

Richmond 23228
8762 Landmark Rd

WASHINGTON, D.C.

(See Alexandria, Va.)

WASHINGTON

Seattle 98109
Bldg "B"
101 Nickerson St

Spokane 99206
N 111 Vista Rd
Vista Industrial Park

WISCONSIN

Milwaukee 53222
8201 W Capitol

ALASKA — FACTORY APPOINTED SERVICE STATION — ANCHORAGE — Barrett Office Supply.

For other locations and further information, see the other side.

534209 February '79

PRINTED IN U.S.A.

SMITH-CORONA WARRANTY SERVICE

At more than 200 locations in the USA

Smith-Corona maintains 65 of its own SMITH-CORONA SERVICE CENTERS in the United States. They are listed on the other side of this card.

In 140 other communities the Smith-Corona warranty is supported by Factory Appointed Service Stations.

ADDRESSES ARE SUBJECT TO CHANGE. TO CONFIRM THE LOCATION OF YOUR SMITH-CORONA SERVICE CENTER OR TO GET THE ADDRESS OF THE NEAREST FACTORY APPOINTED SERVICE STATION,

If your SMITH-CORONA machine needs service within the warranty period,

1. Take it to one of the Smith-Corona Service Centers listed on this card (adjustments are frequently made in a few minutes while you wait) or
2. Call toll-free 800-243-5000 (except from Alaska or Hawaii) for the name and address of the FACTORY APPOINTED SERVICE STATION in your area, (Connecticut residents please call 1-800-882-5577) or
3. Ship your machine in the original factory carton, prepaid and insured, to the "Smith-Corona Service Center" (see other side) closest to you. Include your name, address, date and place of purchase, and a description of the problem. Your typewriter will be returned prepaid.

CALL TOLL FREE: 800-243-5000*

24 hours a day — seven days a week

**Does not apply in Alaska or Hawaii.*

**Connecticut residents please call 1-800-882-5577*

Dear Customer,

Congratulations! As an owner of a new Smith-Corona typewriter, you will experience a new feeling of confidence in all of your typing. Typing ease, speed, and convenience will be realized as you become familiar with your typewriter.

This envelope has been provided as a handy reference packet to conveniently hold and protect all papers, instructions, and receipts pertaining to your typewriter. Printed on the outside of this envelope is your Warranty statement. Please read it carefully.

Inside this envelope is your Owner's Manual which contains operating instructions, care and cleaning guidelines, and servicing information. Please read through your Manual before using your typewriter to become familiar with all the features. Should your typewriter require servicing, check the Service Points insert inside this envelope for the point nearest you.

We hope you enjoy your new typewriter for many years to come!

Smith-Corona

The following serial number and model prefix information should be recorded here and in another safe place and retained for your records. Record it for use in ordering supplies and accessories and for identification in case of theft.

Classic 12 — model prefix

5-5-6930 — serial number

2-14-80 — date of sale

The model prefix and serial number are stamped on the bottom of your typewriter on the right side. The model prefix is the first number and two or three letters (depending on model) preceding the serial number.

WARRANTY

Full 90 Day Warranty

SCM Corporation warrants this typewriter to be free from defects in material and workmanship. If this typewriter needs service during the first 90 days from the date of purchase, take it to one of the Smith-Corona Service locations listed on the insert in this envelope. SCM will repair the typewriter and replace defective parts. Be prepared to show proof of date of purchase.

Limited 5 Year Parts Warranty

Following the first 90 days from the date of purchase and thereafter until 5 years from the date of purchase, SCM will replace any part that proves defective at no charge for the part but with the standard charge for labor and the cost of transportation.

Limited 1 Year Rubber Parts Warranty

Following the first 90 days from the date of purchase and thereafter until 1 year from the date of purchase, SCM will replace platens and other rubber parts which naturally deteriorate with age at no charge for the part but with the standard charge for labor and the cost of transportation.

General Provisions

This warranty applies in the United States only. It does not cover accident, neglect, misuse or abuse, nor does it cover ribbon replacement or cleaning of the typewriter.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

SMITH-CORONA
SCM CORPORATION
831 James Street
Syracuse, New York 13203

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